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The safety of participants is of the utmost importance. There are inherent

In compliance with state law and System Policy, the following provisions apply to any student who travels more than 25 miles from campus to an activity or event that is organized or sponsored by the University (including all class travel and field trips), funded by the University, using a vehicle owned or leased by the University; or travel required by a student organization registered at the University. These provisions apply to faculty, staff and students who engage in transporting students off campus on any University business or related travel activities.

As students of TAMUK, Club Sports members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members are expected to act in a mature and responsible manner both on and off campus while participating in club activities. It is the responsibility of all club members to not engage in any action that could result in harm to TAMUK's reputation. Inappropriate conduct or actions while participating in any Club Sport related

Only in extenuating circumstances will the Club Sports Office offer flexibility for the timeline below (e.g. unexpected advanced play opportunities). For international travel, preparations should begin at least 90 days before travel.

- 30 + days prior to departure
 - Complete all travel paperwork.
 - Schedule and conduct a pre-pre- trip meeting with the Competitive Sports Coordinator. Once approved, the department will give the go ahead for next steps. Office will send paperwork to the Dean of Students for review.
- 14 + days
 - Conduct a pre-trip meeting with all trip attendees.
 - Submit agenda and list of attendees to the Competitive Sports Coordinator
- Day of departure
 - **MAKE SURE TO TAKE TAX EXEMPT FORMS WITH YOU**
 - Reach out to the Sport Clubs Office via teams and notify of departure and arrival.
- Day of return
 - **MAKE SURE TO GET ITEMIZED HOTEL RECEIPT WITH THE TAXES TAKEN OFF**
 - Reach out to the Sport Clubs Office via teams and notify of departure and return to campus.
- Within 5 days of return
 - Meet with the Competitive Sports Coordinator for a post-trip meeting.
- Within 14 days after return o Submit post-trip paperwork

A club representative is required to attend all meetings scheduled by the Competitive Sports Coordinator. Meetings will take place either virtually via Microsoft teams or in the JSEC. If the meeting is to be missed by the president then a notice must be given to the Competitive Sports Coordinator along with the name of the student who will be replacing them as the club representative at the meeting. Officers will also be required to attend student organization meetings to remain up to date on policies and to ensure that their respective clubs remain in good standing with the University. The Competitive Sports Coordinator will give out those dates as soon as they are available.

All clubs are required to compete once per semester and join a collegiate governing body for their respective clubs. If a governing body does not exist the club will be responsible for finding or hosting collegiate competition to meet the requirement. Clubs must present a practice schedule at the beginning of the year to the Competitive Sports Coordinator along with the Rec Sports facilities that they will need to host those practices.

Clubs may

A club may not restrict the number of students seeking membership. However; it is recognized that only a certain number can realistically participate in competition. It is the responsibility of each club to work out a fair and equitable method by which to accommodate the needs of its members for instruction, practice, coaching, and competition. The Department of Recreational Sports requires all club members to carry the proper identification at all scheduled activities. Students must have a TAMUK ID. Coaches, instructors, and community members must have a picture ID with them during all scheduled activities. The day-to-day management of club operations and decisions are the responsibility of the club officers and its membership who work within the guidelines and expectations of the recognized club sport student organizations. Clubs are expected to follow the outline of officer positions, responsibilities, and election processes as outlined in their constitutions.

New club sports must go through a one year “Soft Launch” period. In their first year as a registered student organization, they will not receive club sports funding but are still mandated to complete all requirements listed out in the club sports manual. The competition policy

